



May 1956

25X1 1. Effective 7 May 1956 JOT [redacted] is attached to  
25X1 [redacted] according to the agreement reached between [redacted]  
and [redacted] of the JOT Program. This attachment  
25X1 will be for a period of twelve to eighteen months at the end of which  
25X1 time it will be decided whether [redacted] will continue the attachment,  
go overseas with [redacted] or be attached to another office.

25X1 2. [redacted] is attached to [redacted] to learn the Headquarters  
procedures of an area desk and to be trained as a [redacted] speaker.  
This training taken as a whole is meant to prepare the individual for  
eventual overseas assignment.

25X1 3. [redacted] is to begin a six to nine months intensive [redacted]  
language course in June 1956. The JOT Program will support the Trainee  
with any additional special training which [redacted] may find necessary  
so that the Trainee may perform his tasks in an adequate manner.

5X1 4. It is requested that the Time and Attendance Clerk of [redacted]  
keep [redacted] time and attendance record during the period of this  
attachment. Any leave will be worked out with the supervisor, and  
final approval will be given by the Chief/JOTP. Overtime will be  
reimbursed only if it has been authorized and approved by the Chief/JOTP  
prior to performance.

5. The Trainee is required to furnish the Chief/JOTP with a  
report on his progress at the end of the first, second, fourth, sixth,  
ninth, and twelfth months of his attachment covering the type of work  
that he has been doing and the plans that are being made for his  
further training.

These reports must come through the supervisor's office prior  
to acceptance by the Chief/JOTP. A representative of the JOT Program  
will consult with the supervisor from time to time on the progress and  
development of the JOT in this training situation.

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6. It is requested that the supervisor prepare and send to the Chief/JOTP at the earliest practicable time an outline of the activities which the Trainee will be pursuing during the next twelve to eighteen months. It will be understood by this Office that the program for the JOT will be flexible and may be altered from time to time to meet the operating needs of .

MATTHEW BAIRD